

Organic System Plan for Handlers and Processors

Please fill out this questionnaire if you are requesting organic Handler/Processing certification. Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart or facility map for each facility, which will handle organic products. Use additional sheets if necessary. Sign section 6 and enclose it with your application fee if you are submitting your application electronically. This form must be 100% filled out in order for your application to be considered. Incomplete applications will not be forwarded to the inspector.

SECTION 1: General Information				NOP Rule 205.201 and 205.401	
Applicant/company name			Organic certification number		
Owner/manager, Title		Primary contact person			
Address					
City	State/province	Postal/zip code	Country		
Phone	Fax	Email			
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Cooperative <input type="checkbox"/> Other (specify)					
Year company began	Number of employees	Name of person overseeing organic production		Government permits/licenses	
Do you have a copy of current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand the current organic standards? Do you have a copy of the current National List? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No					
What general categories of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i>					
List all noncompliances from last year's certification and state how the noncompliances have been addressed. <input type="checkbox"/> Not applicable					
List previous years certified organic and name of certifying agent.			List current organic certification by other agents.		
Has certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances. <i>Attach a description of the actions taken to correct noncompliances.</i>					
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon Give directions to the processing facility.					

Type of processing/handling operation, e.g. grain cleaning, canning, freezing	Is your operation a: <input type="checkbox"/> Primary, or <input type="checkbox"/> Contract vendor	Estimated annual total production <div style="display: flex; justify-content: space-around;"> % organic % non-organic </div>
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IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:

NAME OF CONTRACT VENDOR	ADDRESS	PHONE NO.	CERTIFIED BY

List or attach a list stating the general categories of non-organic products produced by your company.

SECTION 2: Labeling and Product Composition
NOP Rule 205.105, 205.270, 205.300-205.305 and 205.307-205.311

The NOP Rule has 4 categories of products which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; non-organic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with ..." products, both organic and non-organic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and non-organic forms of the same ingredient, except that a non-organic ingredient in a product labeled "made with..." may contain organic and non-organic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and non-organically produced agricultural ingredients are allowed in or on products labeled "organic" or "made with..."

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a non-organic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)
List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes. ☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes.

☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC" (continued)**Are any non-organic agricultural ingredients used?**☐ Yes ☐ No

If yes, list all organic products which contain non-organic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are sulfites, nitrates, or nitrites added during the production or handling process?☐ Yes ☐ No

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

Do any products labeled "organic" show the percentage of organic ingredients on the label?☐ Yes ☐ No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number?

☐ Yes ☐ No**C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUP(S))"**

(At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

☐ None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT OR FOOD GROUP ¹ SHOWN ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel?☐ Yes ☐ No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting?

☐ Yes ☐ No

¹ Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

Do any products labeled “made with organic ingredients” show the percentage of organic ingredients in the product?

☐ Yes ☐ No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number?

☐ Yes ☐ No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients.

☐ None

SECTION 2: Labeling and Product Composition (continued)

E. BY-PRODUCTS

Will any by-products from certified organic products be sold as certified organic? ☐ Yes ☐ No ☐ Not applicable

If yes, list all organic products manufactured from by-products.

Include information on organic by-products as applicable on this Organic Handling Plan.

Attach an Organic Product Profile sheet for each product.

F. WATER

Check ways water is used in processing:

☐ None used

☐ ingredient ☐ processing aid ☐ cooking ☐ cooling ☐ product transport ☐ cleaning organic products
☐ cleaning equipment ☐ other (specify)

Source of water: ☐ municipal ☐ on-site well ☐ other, specify

Does the water meet the Safe Drinking Water Act?

☐ Yes ☐ No

Attach copy of water test, if applicable.

What on-site water treatment processes are used?

☐ None

Is steam used in the processing or packaging of organic products?

☐ Yes ☐ No

If yes, describe how steam is used.

If steam has direct contact with organic products, do you use:

☐ No direct contact

☐ steam filters ☐ condensate traps ☐ testing of condensate ☐ testing of finished products
☐ other (specify)

List products used as boiler additives.

☐ No boiler additives used

Attach MSDS and/or label information for boiler additives, if applicable.

Describe how you monitor water quality.

How often do you conduct water quality monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed

☐ other (specify)

SECTION 3: Assurance of Organic Integrity**NOP Rule 205.201(a), 205.270 and 205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC INTEGRITY

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination?

☐ Yes ☐ No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program*.

If no, do you have plans to implement an organic integrity program?

☐ Yes ☐ No

C. MONITORING

Do you have a Quality Assurance program in place?

☐ Yes ☐ No

If yes, what program do you use? ☐ ISO ☐ HACCP ☐ TQM ☐ other (specify)

Are any outside quality assessment services used (e.g. AIB)?

☐ Yes ☐ No

If yes, name of company

Product testing: (Check all that apply)

☐ ingredients tested prior to purchase ☐ ingredients tested upon receipt ☐ products tested during production
☐ finished products tested ☐ other (specify)

SECTION 3: Assurance of Organic Integrity C. MONITORING (continued)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

☐ GE testing ☐ letters from manufacturers ☐ other (specify)

Are ingredient samples retained?

☐ Yes ☐ No

If yes, how long?

Are finished product samples retained?

☐ Yes ☐ No

If yes, how long?

Do you have a product recall system in place?

☐ Yes ☐ No

D. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓)	CHECK IF CLEANING IS DOCUMENTED (✓)	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- ☐ sweeping ☐ scraping ☐ vacuuming ☐ compressed air ☐ manual washing ☐ clean in place (CIP)
☐ steam cleaning ☐ sanitizing ☐ other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQUENCY	CHECK IF CLEANING IS DOCUMENTED (✓)
Receiving area					<input type="checkbox"/>
Ingredient storage					<input type="checkbox"/>
Product transfer					<input type="checkbox"/>
Production area					<input type="checkbox"/>
Production equipment					<input type="checkbox"/>
Packaging area					<input type="checkbox"/>
Finished product storage					<input type="checkbox"/>
Loading dock					<input type="checkbox"/>
Building exterior					<input type="checkbox"/>
Accidental spills					<input type="checkbox"/>
Other (specify)					<input type="checkbox"/>

Are all surfaces which contact organic products food grade?

☐ Yes ☐ No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

☐ Yes ☐ No

Where are cleaning/sanitizing materials stored?

SECTION 3: Assurance of Organic Integrity (continued)**F. PACKAGING**

Check types of packaging material used: ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil
☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area?

☐ Yes ☐ No

If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?

☐ Yes ☐ No

If yes, describe exposure, including name of products used.

Are packaging materials reused?

☐ Yes ☐ No

If yes, describe how reusable packaging materials are cleaned prior to use.

G. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IDENTIFICATION NAME OR NUMBER	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage				<input type="checkbox"/>	
Packaging material storage				<input type="checkbox"/>	
In-process storage				<input type="checkbox"/>	
Finished product storage				<input type="checkbox"/>	
Off-site storage*				<input type="checkbox"/>	
Other (specify)				<input type="checkbox"/>	

*If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.

H. TRANSPORTATION OF ORGANIC PRODUCTS**Incoming:**

In what forms are incoming products received?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ metal drums ☐ cardboard drums ☐ paper bags
☐ foil bags ☐ other (specify)

How are incoming products transported?

Do you arrange incoming product transport?

☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements?

☐ Yes ☐ No

Are transport units used to carry non-organic products or prohibited substances?

☐ Yes ☐ No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

Are organic products shipped at the same time as non-organic in the same transport units?

☐ Yes ☐ No

If yes, check all steps taken to segregate organic products:

- ☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers
☐ other (specify)

SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)**In-Process:**

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

Outgoing Finished Product:

In what form are finished products shipped?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ paper bags ☐ foil bags ☐ metal drums ☐ cardboard drums
☐ mesh bags ☐ cardboard cases ☐ plastic crates ☐ other (specify)

How are outgoing products transported?

Do you arrange outgoing product transport?

☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements?

☐ Yes ☐ No

Are transport units used to carry non-organic products or prohibited materials?

☐ Yes ☐ No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

Are organic products shipped at the same time as non-organic in the same transport units?

☐ Yes ☐

No

If yes, check steps taken to segregate organic products:

- ☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers ☐ other (specify)

SECTION 4: Pest Management

NOP Rule 205.271

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

Attach a facility map showing the location of traps and monitors, and submit MSDS and/or label information for substances used for pest control, if applicable.

What type of pest management system do you use?

- ☐ in-house: name of responsible person
☐ contract pest control service: name, address, phone number

Check all pest problems you generally have:

- ☐ flying insects ☐ crawling insects ☐ rats ☐ mice ☐ spiders ☐ birds ☐ other (specify)

Check all pest management practices you use:

- ☐ good sanitation ☐ removal of exterior habitat/food sources ☐ clean up spilled product ☐ exclusion
☐ sealed doors and/or windows ☐ repair of holes, cracks, etc. ☐ screened windows, vents, etc.
☐ physical barriers ☐ sheet metal on sides of building exterior ☐ mowing ☐ air curtains ☐ air showers
☐ positive air pressure in facility ☐ monitoring ☐ incoming ingredient inspection for pests
☐ inspection zones around interior perimeter ☐ ultrasound/light devices ☐ release of beneficials ☐ sticky traps
☐ electrocutors ☐ pheromone traps ☐ mechanical traps ☐ scare eye balloons ☐ freezing treatments
☐ heat treatments ☐ vacuum treatments ☐ carbon dioxide ☐ nitrogen ☐ vitamin baits ☐ pyrethrum
☐ ryania ☐ rotenone ☐ boric acid ☐ disodium octal tetrahydrate ☐ diatomaceous earth
☐ precipitated silica ☐ fumigation ☐ fogging ☐ crack and crevice spray ☐ other (specify)

SECTION 4: Pest Management (continued)

Are records kept of your pest monitoring activities?

☐ Yes ☐ No

Check all aspects of your waste management system that apply:

- ☐ on-site dumpster ☐ material recycling ☐ daily pick-up of waste ☐ composting ☐ field application of waste
☐ other (specify)

Does your waste management system provide habitat and/or food sources for pests?

☐ Yes ☐ No

If yes, please describe.

Pesticide use information for the last 12 months:

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are records kept of all pesticide applications?

☐ Yes ☐ No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List?

☐ Yes ☐ No

If yes, did you contact the certifying agent for prior approval before using?

☐ Yes ☐ No

If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above?

☐ Yes ☐ No

If yes, list substances intended for use:

SECTION 5: Record Keeping**NOP Rule 205.103**

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?

Incoming:

- ☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ Customs forms ☐ scale tickets
☐ quality test results ☐ Certificates of Analysis ☐ Transaction Certificates
☐ copies of Certificates of Organic Operation ☐ verification of non-GMO ingredients
☐ verification of ingredients produced not using sewage sludge
☐ verification of ingredients produced/handled without ionizing radiation
☐ documentation that organic ingredients are not commercial available, when using non-organic ingredients in products labeled as "100% organic" and/or "organic"
☐ receiving records ☐ receiving summary log (12 mos.) ☐ other (specify)

In-Process:

- ☐ ingredient inspection forms ☐ blending reports ☐ production reports ☐ equipment clean-out logs
☐ sanitation logs ☐ packaging reports ☐ QA reports ☐ production summary records (12 mos.)
☐ other (specify)

Storage:

- ☐ ingredient inventory reports ☐ finished product inventory reports ☐ other (specify)

SECTION 5: Record Keeping (continued)

Outgoing:

- ☐ shipping log ☐ transport unit inspection/cleaning forms ☐ bills of lading ☐ scale tickets ☐ purchase orders
☐ sales orders ☐ sales invoices ☐ phytosanitary certificates ☐ export declaration forms
☐ Transaction Certificates ☐ copies of Certificates of Organic Operation ☐ shipping summary log
☐ sales summary log ☐ audit control register ☐ complaint log ☐ other (specify)

Describe your lot numbering system.

Can your record keeping system track the finished product back to all ingredients?

☐ Yes ☐ No

Can your record keeping system balance organic ingredients in and organic products out?

☐ Yes ☐ No

How long do you keep your records?

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager: _____

Date:

I have attached the following additional documents:

- ☐ product flow chart
- ☐ facility map
- ☐ Organic Product Profiles
- ☐ pest management map of traps and monitors
- ☐ water test, if applicable
- ☐ MSDS, if applicable
- ☐ organic product labels
- ☐ labels for minor ingredients
- ☐ labels for other substances used (boiler additives, cleansers, or pesticides)
- ☐ other (specify)
- ☐ I have made copies of this Organic Handling Plan and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

Brandon.Lamb@agri.idaho.gov

or to

Idaho State Department of Agriculture

2270 Old Penitentiary Road

Boise, ID 83701-0790

Idaho State Department of Agriculture's Organic Product Profile

Applicant/company name				Date			Name of Product Requested for Certification				
							Percentage of Organic Ingredients: !Zero Divide				
Check which labeling category this product meets. <i>Attach samples of labels for all products for which this Organic Product Profile is used.</i> <input type="checkbox"/> "100% organic" <input type="checkbox"/> "organic" (≥95% organic ingredients) <input type="checkbox"/> "made with organic (ingredients or food group(s)) (≥70% organic ingredients) <input type="checkbox"/> ≥70% organic ingredients											
LIST ALL INGREDIENTS INCLUDING NON-CERTIFIED ORGANIC EXCLUDE SALT AND WATER	CHECK IF INGREDIENT IS CERTIFIED ORGANIC (✓)	SUPPLIER	CERTIFYING AGENT	DO YOU HAVE DOCUMENTATION THAT THE NON-ORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (✓): <div style="display: flex; justify-content: space-around; font-size: small;"> GMO's SEWAGE SLUDGE IONIZING RADIATION </div>			WAS AGRICULTURAL INGREDIENT NOT COMMERCIALY AVAILABLE IN ORGANIC FORM (✓)	CHECK IF NON-AGRICULTURAL INGREDIENT IS ON THE NATIONAL LIST (✓)	WEIGHT OF INGREDIENTS ENTRIES MUST BE IN THE SAME UNITS	% INGREDIENT AS LISTED AS ON THE ORGANIC CERTIFICATE MUST DEFAULT TO 95% IF CERTIFICATE STATES "ORGANIC" BUT DOESN'T LIST THE ACTUAL PERCENTAGE PUT 0 IF NON-ORGANIC BUT APPROVED EXAMPLE: 98% ENTER AS .98	ORGANIC WEIGHT
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
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	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	
Total Weights									0.00	0.00	
IF YOU ARE FILLING THIS OUT ELECTRONICALLY, PLEASE RE-ENTER TOTAL WEIGHTS SHOWN ABOVE HERE											

Does this product include organic and non-organic forms of the same ingredient?

☐ Yes ☐ No

If yes, list the specific organic and non-organic forms of the same ingredient.

Processing Aids: Provide complete information about all processing aids used in the manufacture of this product.

PROCESSING AID	CHECK IF PROCESSING AID IS CERTIFIED 100% ORGANIC (✓)	IF NON-ORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (✓)	SUPPLIER	CERTIFYING AGENT
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Please Remember:

- Certificates for all organic ingredients listed, must be attached to this Organic Product Profile.
- Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).
- Documentation must be attached to this Organic Product Profile which shows listed ingredients must not be produced using: Genetically Modified Organisms (GMO's); sewage sludge; ionizing radiation; a processing aid not on the National List; and that sulfites, nitrates or nitrites were not added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes") for all products labeled "100% organic" or "organic".
- GMO's include cell fusion, micro-encapsulation and macro-encapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).
- For products labeled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labeled as "made with.....". However, ingredients must still be on the National List.
- Products labeled "organic" or "made with..." must not include organic and non-organic forms of the same ingredient, except that a non-organic ingredient in a product labeled "made with..." may contain organic and non-organic forms of the same ingredient. This ingredient must not be labeled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.
- Required for products labeled as "100% organic".